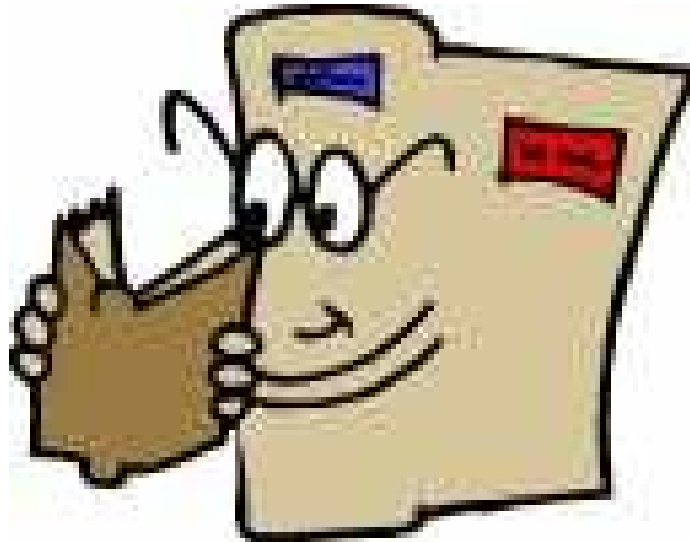


# **AFSPM**



## **TRAINING PRESENTATION**

**04-06 Nov 2003**

# **WHAT WE WILL COVER**

- **Wednesday (Afternoon), 5 Nov 2003**
  - Assigning a MAJCOM DODAAC Monitor
  - Requesting a New AF DODAAC
  - Changing a DODAAC
- **Thursday, 6 Nov 2003**
  - Validating a DODAAC
  - Closing or Suspending a DODAAC
  - Questions and Answers

# **DODAAC TERMINOLOGY**

- **AFSPM** - Air Force Service Point Manager
- **ACO** - Account Control Office
- **DODAAC** - Department of Defense Activity Address Code  
(Pronounced '**doe**-dack')
- **MAJCOM** - Major Command
- **ADSN** - Accounting Disbursement Station Number  
also referred to as the Paying office
- **USPS** - United States Postal Service

# **Assigning a New MAJCOM Monitor**

It had been policy to require a formal letter from the responsible party which would be one or two organizational levels above the person being appointed as a MAJCOM POC.

With the introduction of e-mail as an official form of correspondence, we have begun to accept electronic notification.

If the current POC leaves unexpectedly and a new POC has not been appointed, a formal letter will be required when the new person is assigned.

- Whether by e-mail or formal letter the following information should be included in the appointment notification:
- Complete name of Appointee including Rank or Civilian Grade
- Complete organization and office symbol
- Complete mailing address (including nine-digit zip)
- Commercial phone number and DSN for voice and fax
- Date when POC will actually take over

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- Request for New DODAAC

- Required Format

- Web site
    - E-mail
    - Fax
    - Phone

- Required Information

- Justification and POC
    - Organization/Office Symbol
    - Commercial Phone Number
    - Street Address
      - Includes Room/Suite/Building Number
    - Base and Nine digit zip

- Forwarding to AF Service Point Manager

- Via E-Mail
  - Fax
  - Phone for Emergencies with follow up of e-mail or fax

## **Type Address Code TAC**

- **TAC 1** Administrative/Mailing -  
(All DODAACs must have a TAC 1)
- **TAC 2** Freight Address -  
When the physical location of deliveries differs from the  
delivery of mailed products
- **TAC 3** Paying office - This is reflected by the ADSN

## **REQUESTS FOR NEW DODAACs**

- It is the MAJCOM Monitor's responsibility to determine the best process for accepting requests for new accounts. Options include the new and improved DODAAC web site, e-mail, fax, or phone. The Air Force Audit Agency recommends keeping some kind of back up in case they audit your accounts.
- For those requiring a web site request, the information will come first to the AFSPM. They will forward the information to the MAJCOM for approval and include in their e-mail any annotations of missing information or current open accounts. MAJCOMs work with ACOs where applicable.
- Only DODAACs beginning with "F" and "JM" are the MAJCOM's responsibility.

For those requiring e-mail, fax or phone:

All CONUS requests should contain, at a minimum, the following information:

- Requester's Name and phone number and POC for the account if different from the requester
- Justification for the account, what type, why needed, how it will be used (FY requests must identify host supporting DODAAC)
- Complete Organization and Office Symbol, DSN and Commercial phone number for the physical location
- Physical Address to include numbered street address, room and/or suite number, building and/or door number and any other information to allow for expediency of deliveries, Base name, State and nine-digit zip code.



- **It is the responsibility of the MAJCOM POC to provide the AFSPM with accurate and complete information** including, but not limited to, the proper nine- digit zip code. This information may be obtained using the United States Postal Service web page at: <http://www.usps.com/zip4/>
- OCONUS requests must also contain the information for the TAC 1 and TAC 2 address. The exception to this requirement is when the 'Type' DODAAC established, does not require a TAC 2 or the current location of the unit is classified or such that only mail may be delivered for the present time. This includes, but is not limited to, FA accounts because they are administrative only and JM DODAACs because anything up to 70 pounds parcel post will be mailed to an OCONUS address.

- There are specific types of DODAACs. It is the responsibility of the MAJCOM POC to determine the proper 'type' of DODAAC for the unit's use. All DODAAC Types that have the corresponding Accountable requirement must contain the appropriate TAC 3, Accounting Disbursement Station Number (ADSN). Any exceptions must be approved by Air Staff and coordinated with DFAS-Denver.
- NIMA requires all JM Type DODAACs to complete the DLA Form 1832. A copy must be forwarded to the AFSPM. It is at the discretion of the MAJCOM POC to require a copy of this form. At this point, JM accounts do not require a TAC 3. If the number of accounts are not kept in check, the Defense Logistics Agency (DLA) and the National Imagery and Mapping Agency (NIMA) have the right to change this policy.

- To make a change to a DODAAC, you must connect to the web site at:  
<https://dodaac.wpafb.af.mil/>
- Click the button titled DODAAC Monitor Login. This page requests your userid and password. Both are case sensitive. For example: AFMC would login as 1MXXXXXX. The userid is determined by the MAJCOM ID ('1M' for AFMC) and the first six letters of your last name (all upper case). If your last name is not six characters long, just your last name is used.

## FA & FY DODAACs

- FA accounts need to have the following statement on line two of the DODAAC address:  
**ADMINISTRATIVE ONLY NO REQUISITIONS**
  - The exception to this rule is the FAs assigned for Tech Orders
- FY accounts need line two to read:  
**SUPP SHIP TO ONLY NO REQUISITIONING** (TAC 1 only)
- Because this is a supplemental ship to only DODAAC and deliveries are being made to this, a TAC 2 may be required. This will be a judgment call by they MAJCOM POC.

**It is imperative that the MAJCOM POCs explain to the units the proper use of their FY account, including what DODAAC they may use to requisition. This can be done when the DODAAC is first issued and with each following validation. Due to the high turnover of military personnel, this should help to prevent misappropriations against the FYs.**

## **CLOSING A DODAAC**

Account Closed Format Button

Notify SPM to Delete – not critical to SPM

## **SUSPENDING A DODAAC**

Notify AF Service Point Manager to Suspend:

- When you cannot validate but do not want to delete
- When used improperly, but do not want to delete
- When a request for assistance is ignored and you want to get their attention